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Class Specifications
for the Class:

HEALTH CARE FINANCING (THIRD PARTY LIABILITY) PROGRAM SPECIALIST
[HLTH CARE FINCG (TPL) PRGM SPCLT]

Duties Summary:

Is responsible for developing, implementing, interpreting, monitoring and modifying the statewide Medicaid Third Party Liability program; provides technical consultation to and participates in training of line personnel; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility, as the principal program specialist for the Statewide Medicaid Claims Third Party Liability program, for developing, implementing, interpreting, monitoring and modifying regulations, policies and procedures; providing technical expertise and developing and coordinating the training of line personnel; and assuring compliance with the Federal Third Party Liability requirements. A position in this class also develops, coordinates and monitors a pertinent management information system, the automated Third Party Liability sub-system, to assure compliance with the Federal Medicaid Management Information System requirements. The Development of program, policies and procedures is based on interpretations of federal laws and regulations and operational details are developed, implemented, clarified, monitored and modified in accordance with federal program directives, State and other general policy and procedural guidelines and precedents and program evaluation data.

A position in this class works under the general supervision of a higher-level specialist who has overall responsibility for program development services in Medicaid claims reimbursement and contracting. Constant, effective personal contacts are maintained with State and/or Federal officials, departmental officials and employees, and private insurance companies' employees.

Examples of Duties:

Reviews State and Federal Third Party Liability regulations to ensure program compliance; reviews Medicaid program guidelines to gain familiarity with types of services provided, eligibility criteria, etc.; develops, implements, maintains, monitors and modifies Third Party Liability programs, policies and procedures consistent with overall Medicaid goals; provides technical

assistance for the Third Party Liability Program to management and line personnel; develops and implements Third Party Liability procedural manual; participates in training of line personnel in the Third Party Liability program by developing training materials and serving as technical resource person; coordinates the planning, organizing, development, implementation and control of the automated Third Party Liability sub-system to ensure compliance with Federal Medicaid Management Information System and other requirements; determines automated system's objectives and time frames; develops automated system's procedures, input/output forms, reports, etc.; ensures that line personnel are trained in attaining goals and learning job procedures; monitors automated system's work flow and modifies to increase efficiency and accuracy; incorporates changes in Federal/State reporting regulations to ensure overall compliance; develops and analyzes reports to assist management in their review and decision making; reviews existing computer systems capabilities to improve Third Party Liability operational efficiencies; provides Third Party Liability program consultation to departmental Information Systems and Fiscal Offices and Fiscal Agent Systems personnel and monitors operation to ensure compliance with regulations; develops and maintains effective working relationships with a variety of agencies such as Attorney General's office, Department of Labor and Industrial Relations, Hawaii Medical Service Association, private insurance companies, etc.; settles benefit recovery disputes in person, by telephone, or written communication with clients, health providers, insurance agencies and attorneys; represents the department in welfare appeals hearings; works closely with Hawaii Medical Service Association, other health insurance providers, Attorney General's office and others to maximize and expedite recovery of funds; makes presentations to the Legislative and community groups to keep them informed of the program; attends meetings and workshops.

Knowledge and Abilities Required:

Knowledge of: Health insurance programs and regulations; principles and practices of insurance claims administration, benefit administration and cost containment; analytical and evaluative processes and procedures; public relations; and letter and report writing.

Ability to: Read, comprehend and interpret complex written materials such as laws, rules, regulations, etc.; analyze materials, make valid comparisons and arrive at sound conclusions and recommendations; develop policies and procedures based on Federal and State laws and regulations and evaluate program activities; plan work effectively; understand the intent of guidelines; communicate effectively both orally and in writing;

develop and maintain effective working relationships with others;
speak effectively to various groups of people.

This is the first specification for the new class, HEALTH CARE
FINANCING (THIRD PARTY LIABILITY) PROGRAM SPECIALIST, [HLTH CARE
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Effective Date: June 9, 1986

DATE APPROVED: 5/27/86

JAMES H. TAKUSHI
Director of Personnel Services